

# GDB Phase 2 Advisory Committee Meeting

12/18/2007

1:30 PM

South Executive Conference Room - Teleconference

Meeting called by: Debi Jackson

Attendees: Debi Jackson, Bryan Dickason, Joe Lopez, Justin Masters, Craig Yamamoto, Helen Montag, Lorie Trapani, Vonda Garcia, Leonard Gude, Nancy Solyn, John Bays, Wendy King, Rosemarie Nabity, Brad Hardison, Kim Tran, Olivia Garcia, Erik Thorson, Tenia Summerville, Rose Sgroi

Please bring: Advisory Committee Charter and Gathering Requirements

\* - indicates that the attendee was not present in the meeting.

## Agenda

Introduction	Debi
Review Requirements	Debi - all
Identify Web Services Requirements	Debi - all
Open discussion / Summary	Team
Review action items	Debi

## Additional Information

Next Meeting 18 December 2007

## Review Requirements

The Advisory Committee reviewed the Business Requirements, Identified all requirements are accurate. Craig Yamamoto wanted clarification on the web services and the project scope. John Bays explained the web services and the scope to all members. The committee reviewed the requirements to identify which requirements are web services and which requirements are enhancements to WebGrants. We also identified how we wanted a few of the web services to be sorted by and additional detail to be added. The Requirements document will be added with all the additional information from the meeting and will be sent out to all members to review.

The XML file format was discussed. CSAC wants to receive the file formats from the school FAM systems to research if the file formats can be imported and exported with ease. Each FAM system is different so to utilize a universal file format like XML would benefit all parties. Justin Masters asked if we planned on utilizing the Postsecondary Electronic Standards Council XML Standard format (PESC) standards. I requested the link to these standards so we could review them. The goal is to use universal standards fir the XML file formats.

CSAC has developed a web service tool to test the functionality of acquiring the information. Schools would be required to create their own web service client but CSAC is looking into providing a sample client tool to all schools. This tool will be presented to the committee in February via a webinar. Debi will coordinate the webinar and provide the details to the committee.

### Tasks:

Tasks: Debi will send out the new requirements document with the additional information.  
Debi will set up the webinar in February.

## Open Discussion

All members agreed on the progress of the meeting.

### Tasks:

Next Meeting 15 January 2008  
Members will meet and discus the details of each requirement. Once we define and understand each requirement's scope we will review and approve the prioritized requirements.